

**FINAL REPORT FORM**  
*General Operating Support, GOS Special Project,  
and Project Support*

One copy of this report must be submitted to the ICA within 60 days of the completion of the grant period, no later than **August 31st**. You are required to retain all financial records pertaining to the grant for a period of three years. Requests for extension for filing your final report must be submitted in writing, not later than **June 30<sup>th</sup>**.

## PART 1: IDENTIFYING INFORMATION/DEMOGRAPHICS

Please check one:        \_\_\_\_\_ General Operating Support  
                                  \_\_\_\_\_ GOS Special Project  
                                  \_\_\_\_\_ Project Support

Grant recipient: \_\_\_\_\_

Grant recipient TIN/EIN #: \_\_\_\_\_

Grant award #: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
*The period of this grant is from July 1 to June 30 of the current year*

Name of person completing report: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

## CONSTITUENT PARTICIPATION

Number of individuals benefiting (audiences, participants)	Total
% local residents (within 50 mile radius)	

% visiting (non-local - outside of 50 mile radius)

Number of artists participating:	Total
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Professional \_\_\_\_\_

Semi-Professional

Amateur

Number of children and youth benefiting (audiences, participants)

Number of individuals with disabilities benefiting (ADA 504)

Were there special constituencies (Handicapped, senior citizens, minorities, etc.) served through this grant? If so, please describe:

## CERTIFICATION

I/We the undersigned certify that the foregoing information and all attachments to this report are true and correct and that all expenditures were incurred for the purpose of this grant.

Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature	Phone	Date
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Project	Title
Director	

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**PART 2: FINANCIAL INFORMATION**

This report should reflect only those revenues and expenses directly related to the project or which the grant was awarded.

**Section A: ACTUAL CASH EXPENSES**

	Grant Funds \$	Other Cash \$	Total Expenses \$
Actual Personnel, Administrative			
Actual Personnel, Artistic			
Actual Personnel, Technical/Production			
Actual Outside Artistic Fees and Services			
Actual Outside Other Fees and Services			
Actual Space Rental			
Actual Travel			
Actual City Taxes Paid	<i>Ineligible</i>		
Actual State Taxes Paid	<i>Ineligible</i>		
Actual Federal Taxes Paid	<i>Ineligible</i>		
Actual Marketing			
Actual Remaining Operating Expenses			
Actual Capital Expenditures, Acquisitions			
Actual Capital Expenditures, Other			
ACTUAL TOTAL CASH EXPENDITURES			

**Section B: ACTUAL IN-KIND CONTRIBUTIONS**

	Contributor (please identify)	Total Expenses \$
Actual Personnel, Administrative		
Actual Personnel, Artistic		
Actual Personnel, Technical/Production		
Actual Outside Artistic Fees and Services		
Actual Outside Other Fees and Services		
Actual Space Rental		
Actual Travel		
Actual Marketing		
Actual Remaining Operating Expenses		
Actual Capital Expenditures, Acquisitions		
Actual Capital Expenditures, Other		
ACTUAL TOTAL IN-KIND CONTRIBUTIONS		

**Section C: CASH REVENUE**

	Total Revenue \$
Actual Admissions	
Actual Contracted Services Revenue	
Actual Corporate Support	
Actual Foundation Support	
Actual Other Private Support	
Actual Government Support, Federal	
Actual Government Support, State/Regional	
Actual Government Support, Local	
Actual Other Revenue	
Actual applicant Cash (Cash on Hand)	
Actual ICA Grant Amount Spent	
CASH INCOME	

**PART 3: NARRATIVE**

(attach pages as necessary)

*Your application anticipated activities and results during the grant period; these questions ask you to compare what actually happened to what you expected. It will be helpful to have your application in front of you as you write.*

- 1. Activities:** Compare your actual activities of the grant period to those you expected.
- 2. Public Value:** In your application, you explained why your activities warranted public funds. What public value - benefit to the broad public - was created?
- 3. Outcomes:** In your application, you described the difference that your project and/or organization would make to artists, individuals, targeted groups of people, the community, and/or the state. Remind us what outcomes you expected and whether they were achieved in the manner you anticipated.  
  
*GOS multi-year grantees completing third year only:* Over the three years of your GOS award, what changes have you noticed in the people or places you served that can be attributed to your work?
- 4. Evaluation:** Describe the evaluation methods you used and what evidence you collected that measured whether your desired outcomes were achieved. Attach samples of your evaluation instruments (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc).
- 5. Lessons Learned:** What are the major lessons that you have learned from the ICA-funded activities? How could these lessons apply to other organizations or communities in Idaho?
- 6. Share an Anecdote:** As you reflect on the grant period, does a tiny anecdote or a moment come to mind when you knew you made that difference you expected? (reference question 3)
- 7. Documentation:** Please submit copies of recordings, videos, programs, publicity, and other printed materials relating to these activities.